



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-047-22

Title: Education Program Development Specialist 2
(Assessment Coordinator)

Range/Title Code: P28/70341

Salary: \$78,283.00 - \$111,555.82

Position Number: 943881

Issue Date: May 23, 2022

Closing Date: June 6, 2022

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Location: Trenton, New Jersey

Division: Division of Teaching and Learning
Services, Office of Assessment

Description:

Under general direction of the Director, Office of Assessment, designs, produces, and delivers curricula, training, program improvement, and related education services to education agencies to ensure the achievement of mandated goals and to meet existing and emerging needs; performs mandated regulatory functions; performs work of a professional nature and generally works independently in the monitoring and evaluation of education programs in school districts statewide; and performs other related work as required.

Samples of work may include: Engages with educators, students, parents, and testing administrators to listen and hear questions, issues, and concerns about the implementation of statewide assessments and recommends to the Director process solutions and improvements; provides information that school districts statewide need, as they prepare for the Fall Block, Spring Block, and Regular Spring statewide assessment administrations; provides information on release dates for test manuals and resources for families; ensures implementation of department testing procedures and policies that are aligned to the New Jersey Student Learning Standards (NJSLS) and to requirements of State and Federal law; coordinates activities of state contractors/subcontractors in the implementation of test administrations in a timely manner; provides schools with information about creating security, logistics and training plans, testing times and schedules, and receiving, distributing, and returning materials; develops training materials and trains local district staff in the administration of state assessments; applies knowledge of theories principles and practices of educational testing and measurement; applies knowledge of federal laws, codes, and regulations governing assessments; and provides professional and technical assistance to office programs and projects related to statewide assessments.

Requirements:

Education: Graduation from an accredited college or university with a Master's degree in Education or related field.

Note: Graduation from an accredited college or university with a Master's degree in any field AND possession of a New Jersey teacher's, supervisor's, or school administrator's certificate issued by the State Board of Examiners and/or other professional endorsement in field may be substituted for the above education.

Experience: Four (4) years of experience in education programs in a school district or other educational institution.

Preferred Education/Experience: Strong background in project management especially related to large-scale assessments; knowledge of New Jersey Administrative Code 6A:8 Standards and Assessment; and strong interpersonal and communication skills.

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open

competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <https://info.csc.state.nj.us/jobspec/70341.htm>.

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations.

Note: The State of New Jersey does not provide sponsorships for work visas.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.